

FY 2006 WORK OBJECTIVES

FORESTRY & TRUST LAND MANAGEMENT DIVISIONS

October 2005



TRUST LAND MANAGEMENT DIVISION FY06 OBJECTIVES

1. Personnel Management

- A. Develop a work environment that fosters cooperation, trust, motivation, and job growth.
- B. Coach, develop, and mentor employees.
 - 1. Provide leadership training opportunities to employees to promote professional development.
 - 2. Provide technical training opportunities to employees to promote job competency.
 - 3. Recognize outstanding performance in a timely manner.
 - 4. Identify candidates for annual awards recognition by May 15, 2006.
 - 5. Promote accountability of all employees through appropriate use of incentive and disciplinary measures.
 - 6. Complete all performance appraisals and career development plans by December 31, 2005.
- C. Continue to refine Pay Plan 20, with employee input, to encourage future movement toward market.

2. Enhance rate of return from trust lands

- A. Allocate personnel to programs to promote highest return from land while meeting statutory obligations.
- B. Reduce or limit increases in operational costs.
- C. Implement programs to increase trust land revenue.
 - 1. Participate fully in oil and natural gas development in eastern MT.
 - 2. Implement sustained-yield calculation.
 - 3. Develop high-potential commercial and residential properties in urban growth areas.

4. Utilize land banking to dispose of poor performing properties while acquiring accessible higher revenue-producing properties.
5. Implement the Whitefish Plan and seek out other conservation leasing/easement opportunities.
6. Review royalty rates on oil and gas.
7. Break suitable classified grazing lands and convert to classified agriculture.
8. Implement new surface damage payments policy.
9. Review the agricultural cash leasing statute, rules, and policy.
10. Diversify trust land portfolio through land exchanges/land banking.
2030 Goal: 68% grazing, 20% agriculture, 10% timber, 2% other

3. Resource Management/Stewardship

- A. Complete all agricultural and grazing lease renewal evaluations and take corrective actions to address any management problems.
- B. Complete timber sale inspection reports and take corrective actions to address any management problems.
- C. Identify and resolve minerals management problems on oil, gas, or coal leases.
- D. Inspect all cabin/homesite and special leases/licenses currently up for renewal/review and/or areas in decline and take corrective actions to address any problems.
- E. Develop and implement DNRC/TLMD weed management plan.
- E. Complete Forest Improvement projects within budgets, treatment plans and timelines.
- G. Complete State Forest Land Management Plan monitoring requirements and utilize data to design future projects.

4. Budgeting

- A. Allocate and manage budgets within established parameters.
 1. Complete budget allocation by org by July 15, 2005 for FY06.

2. Review mid-year budget analyses provided by Bureaus/Area Offices and prepare Mid-year report for Director and TLMD/CSD Administrators by February 28, 2006.
3. Re-allocate budgets to address unforeseen shortfalls in personal services by March 15, 2006.
4. Complete FY06 year-end projections by May 21, 2006 and re-allocate resources to address year-end operating and capital priorities across the division.

5. Planning

- A. Complete Real Estate Management Programmatic EIS.
- B. Complete draft Habitat Conservation Plan (HCP). Final EIS to be completed by FY08.
- C. Participate in the EQC studies for contract harvesting (HJ 33) and TLMD administrative funding issues. Develop white papers and EQC recommended legislation for next legislative session.
- D. Complete Return on Asset Report for FY05 by November 2005.
- E. Complete the “Scoreboard Study” for trust lands by January 2006.

TRUST LAND MANAGEMENT BUDGETING AND FISCAL REPORTING

1. Fiscal Reporting Requirements.
 - A. Develop an internal plan by program to fully expend budgets and identify potential retirement payouts and program budget shortfalls by September 1, 2006.
 - B. Complete mid-year budget forecasts by program and provide to the division budget analyst by January 21, 2006. Forecasts to include a plan to offset personal service/operations shortfalls or expend surplus vacancy savings/operations (if applicable).
 - C. Complete budget forecasts for the fourth quarter by program and provide to the division budget analyst monthly by the following dates:
 - i. April 15, 2006
 - ii. May 15, 2006
 - iii. June 15, 2006.
2. Fiscal Performance Measures.
 - A. Balance budget by program to the first level budget category (61000 for personal services, 62000 for operations, 63000 for equipment).
 - B. Communicate any changes in budget status from the mid-year review to division budget analyst as necessary.
 - C. Expenditures above appropriation levels should be pre-approved by the division budget analyst.
3. Executive Planning Process for 2007 Legislative Session.
 - A. Evaluate operations/equipment budgets and prepare EPP documentation for submission to division budget analysts by February 15, 2006.
 - B. Review FTE hardwire plan by program and communicate changes to division budget analyst by June 30, 2006 for implementation to MBARS.

AGRICULTURE & GRAZING MANAGEMENT

1. Complete field inspections for 2006 lease renewals and submit completed Field Evaluation Forms to Bureau by November 1. Begin work on 2007 renewals as time allows. Recommendations for lease non-renewal (**under ARM 36.25.117**) must be approved by the Area Manager and submitted to the Bureau by October 1. [**77-6-101, MCA and 77-6-201, MCA**]

	CLO	ELO ¹	NELO	NWLO	SLO	SWLO	TOTAL
2006 Renewal Leases	236	215	376	18	55	22	922
2006 Renewal Tracts	391	261	595	20	64	28	1359
2006 Renewal Acres	121,826	137,183	186,444	5,466	28,037	9,072	488,028

	CLO	ELO	NELO	NWLO	SLO	SWLO	TOTAL
2007 Renewal Leases	251	187	349	13	76	28	904
2007 Renewal Tracts	489	220	522	19	111	61	1422
2007 Renewal Acres	149,312	115,434	159,674	4,964	42,414	18,962	490,760

2. Review and approve/disapprove contracts associated with involvement in programs authorized under the federal farm bill, including Direct & Counter Cyclical Program, Loan Deficiency Program and Disaster Program.
3. Manage County Cooperative Weed Agreements and prioritize weed projects for the monies allocated to the Area Offices. Signed biennial performance reports (both hard copy and electronic) are due to the Bureau no later than September 15, 2005. [**7-22-2151, MCA and 77-6-114, MCA**]. Implement commitments made under the Area Weed Management plans based on the priorities in the plan. [**Department agreement under the weed audit**]

	CLO	ELO	NELO	NWLO	SLO	SWLO
Estimated FY06 Allocation from Org #6032	\$7,000	\$7,000	\$7,000	\$10,000	\$7,000	\$7,000

¹ Includes Garfield and McCone Counties.

4. Identify and initiate corrective action to lease problems such as weeds, pests, grazing management, etc. Investigate and recommend or take corrective action to lease violations such as illegal breaking, illegal subleasing, etc. **[77-6-113, MCA; ARM 36.25.126]**
5. Prior to contract expiration & each new enrollment period, contact lessees with expiring CRP contracts and outline management options for these lands.
6. Document crops, yields and aftermath grazing during field season. Confirm payments received on Production Reports.
7. Hazardous Site Inventory
 - Compile list of known hazardous site by February 1. (Bureau & Area Offices)
 - Provide list of sites to County DES Coordinators by June 1. (Area Offices)
 - Develop funding proposals and prioritization for clean-up of sites by June 1. (Bureau & Area Offices)
 - Develop plan for Safety Training by June 1. (Bureau & Area Offices)

FOREST MANAGEMENT

NOTE: Forest Management Program objectives are grouped into five overall categories. Individual objectives are prioritized under each category with the first category specifically involving the field staff. Objectives listed under categories 2-5 pertain more to the Forest Management Bureau Staff and may or may not involve direct field staff involvement.

1. Forest Management Program Field Objectives (Field Staff)

- 1.1 Prepare and offer approximately 53.2 million board feet of timber for sale by June 30, 2006, per **77-5-223, MCA**. Sale packages from each area shall be submitted to Forest Management Bureau no later than 30 days prior to presentation to the Land Board.

FY06 Harvest Allocation by Land Office

FY06 Performance Goal (MMBF)	Eastern LOs	CLO	NWLO	SWLO	TOTAL
	2.0	3.2	31.8	16.2	53.2

- 1.2 Complete FI projects within budgets, treatment plans and timelines. Projects include road acquisition and maintenance, precommercial thinning, planting, hazard reduction and other approved FI projects during FY 2006. Conduct reviews by fall of 2005 and complete written report by March 2006. **[77-5-204, MCA]**

Goal or Performed By	CLO	ELO	NELO	NWLO	SLO	SWLO	FMB
				X		X	X

- 1.3 Assist Forest Management Bureau on conducting the following resource monitoring programs as required under **ARM 36.11.424**.

- 1.3.1 Conduct Internal BMP audits on 15 ongoing and recently completed timber sales by June, 2006. NWLO hydrologists are expected to complete 5 of these audits.

Goal or Performed By	CLO	ELO	NELO	NWLO	SLO	SWLO	FMB
				5			10

- 1.3.2 Coordinate snag and coarse woody debris monitoring projects on 6 timber sales: NWLO and SWLO wildlife biologists are expected to complete 2 monitoring projects each by June 2006.

Goal or Performed By	CLO	ELO	NELO	NWLO	SLO	SWLO	FMB
				2		2	2

- 1.3.3 Complete bald eagle nest productivity monitoring by June 2006. NWLO wildlife biologists are expected to assist in this effort.

Goal or Performed By	CLO	ELO	NELO	NWLO	SLO	SWLO	FMB
				X			X

- 1.3.4 Coordinate development of SWLO and NWLO County Weed Management Cooperative Agreements by July 2005 and assist Agriculture and Grazing Bureau with development of TLMD Statewide Weed Management Plan.
[7-22-2151, MCA]

Goal or Performed By	CLO	ELO	NELO	NWLO	SLO	SWLO	FMB
				X		X	X

2. HCP Objectives (Bureau Staff)

- 2.1 Complete draft conservation strategies for aquatics species, grizzly bear and lynx and send out for FWP and public review by July 1, 2005. Field participants from CLO, NWLO & SWLO to help develop and review strategies. **[Authorized under House Bill 4 for FY06/FY07]**
- 2.2 Develop EIS analysis approach and alternatives by September 2005.
- 2.3 Complete draft HCP by January 2006.
- 2.4 Develop, review, print, and distribute Draft HCP/EIS by June 2006.

3. Technical Support Objectives (Bureau Staff)

- 3.1 Provide policy guidance, technical support and training to field offices regarding the SFLMP, the Forest Management Rules, and MEPA. Provide resource specialist / ID team support for CLO, ELO, NELO and SLO timber sale projects. Provide direct specialist support in fisheries for select projects in NWLO and SWLO.

- 3.2 Phase in upgraded TLMS and phase out old timber sale tracking system by August 30, 2005. Assist field office TLMS experts in providing training and technical support to field staff.
- 3.3 Direct and manage statewide DNRC inventory plot data collection. Conduct plot data collection training. Collect SLI data in Plains and Missoula Units. Update SLI databases and maps. Upgrade and improve cruising software.
- 3.4 Work through FMAC Timber Sale Working Group to draft written guidance to the field by September, 2005 on the application and implementation of CAT-EX's [ARM 36.11.447] and revisions to **77-5-212, MCA (House Bill 612 – timber permits)**.
- 3.5 Maintain overall budget and monitor Rights of way acquisition programs in Reciprocal Access, FRTA, FLPMA, and/or cost-share programs. [**77-1-617, MCA**]
- 3.6 Plan, initiate, and conduct silvicultural reviews at NWLO, SWLO, and CLO. Prepare recommendations on prescription writing, analysis tools, and balancing the economic and ecologic values derived from the forest.
- 3.7 Organize and host joint DNRC, Plum Creek, USFS fall forest nutrition training put on by the Intermountain Forest Tree Nutrition Cooperative.
- 3.8 Forest Management Bureau and field staff to participate in the EQC contract harvesting study associated with **HJ 33**.
- 3.9 Support and update existing Forest Management Program GIS data layers and develop new layers as needed.
- 3.10 Participate in Enterprise Geodatabase development and provide technical support for other TLMD projects.

4. Financial Objectives (Bureau Staff)

- 4.1 Automate TLMS reports and data analysis for Return on Asset Report and document protocols and process of completing the ROA Report.
- 4.2 Complete the FY 2005 Return on Asset Report by November 15, 2005 as required by SB 411. [**77-1-223 through 77-1-225, MCA**]
- 4.3 Continue work on Scoreboard Study.

5. Monitoring Objectives (Bureau Staff)

5.1 Coordinate and implement all monitoring programs as required under ARM 36.11.401 through 36.11.450.

- 5.1.1 Complete 5-year SFLMP monitoring report by October, 2005.
- 5.1.2 Complete technical surveys, assessment and report of all stream-crossing structure potential affecting fish passage on forested trust lands. Complete by April, 2006.
- 5.1.3 Complete soil and woody debris monitoring on 5 timber sales by March, 2006. Compile results as addendum to 2004 Soil monitoring Report.

MINERALS MANAGEMENT BUREAU

Field Reviews – **Estimates of activity level for planning purposes only.**

1. Review land management and process applications for O&G leases. (# of applications processed)

CLO	ELO	NELO	NWLO	SLO	SWLO
100	100	200	-	100	-

[Title 77, Chapter 3, Part 4, MCA]

2. Review proposed mineral activities and prepare appropriate MEPA document or provide comments for MMB document. (# of MEPA documents)

CLO	ELO	NELO	NWLO	SLO	SWLO
10	20	35	-	5	-

[Title 77, Chapter 3, MCA]

3. Evaluate surface impacts and process applications for seismic permits. (# of applications processed)

CLO	ELO	NELO	NWLO	SLO	SWLO
2	2	8	-	2	-

[Title 77, Chapter 3, Part 4, MCA]

4. Assist MMB as requested in the inspection of O&G leases and improvements (a) non-CBM & (b) CBM. (No. Assists)

	CLO	ELO	NELO	NWLO	SLO	SWLO
Non-CBM	10	5	25	-	2	-
CBM	-	5	-	-	3	-

[Title 77, Chapter 3, Parts 1 & 2, MCA]

5. Review land management and process applications for sand and gravel permits. (# of applications processed)

CLO	ELO	NELO	NWLO	SLO	SWLO
16	4	12	5	4	6

[Title 77, Chapter 3, Part 2, MCA]

6. Assist the MMB in identifying and resolving minerals management problems. (No. Corrective Actions Undertaken)

CLO	ELO	NELO	NWLO	SLO	SWLO
5	5	15	1	3	-

[Title 77, Chapter 3, MCA]

8. Assist the MMB as necessary to ensure mineral reclamation on state-owned surface is consistent with surface management objectives. (No. Assists)

CLO	ELO	NELO	NWLO	SLO	SWLO
16	10	20	2	3	2

[Title 77, Chapter 3, MCA]

8. Review land management and process metalliferous and non metalliferous leases and applications for licenses for non-mechanized prospecting. (# of applications processed)

CLO	ELO	NELO	NWLO	SLO	SWLO
3	-	2	-	2	-

[Title 77, Chapter 3, Parts 1 & 2, MCA]

9. Conduct surface inspections and process bond release on expiring mineral leases, permits and licenses. (# of bonds released)

CLO	ELO	NELO	NWLO	SLO	SWLO
2	-	2	-	-	-

[Title 77, Chapter 3, Parts 1 & 2, MCA]

10. Issue SVPs and test permits for gravel as necessary per field office discretion. (# of permits issued)

CLO	ELO	NELO	NWLO	SLO	SWLO
8	-	9	8	2	3

[Title 77, Chapter 3, Part 2, MCA]

11. Identify and request through MMB staff, training needs related to mineral activities.
12. Prepare narrative accomplishment summary as needed to document activities/accomplishments not covered in statistics compiled above by MMB and field office.

Mineral Bureau Objectives

1. Field lease review and follow-up: field assistance provided in field work objectives.
2. Leases/Licenses Processed and Issued: Estimate – 600 (4 qtrly O&G plus other minerals).
3. Leases/Licenses cancelled or terminated: Estimate – 300.
4. Revenue Transactions Processed: 12,000.
5. CA's/RAU's created/revised/terminated: Estimate 100.
Full Reconciliation (Ledgers, TLMS cash processing and SABHRS Distribution – Monthly.
6. Lease assignments: Estimate 250.
7. Audit Program: 6 full field audits, desk audits as required.
8. Navigable River Reviews: As required, estimate 4 full quiet title actions in court, 8 with legal action dismissed or resolved without formal legal action.
9. BOGC technical reviews: estimate 500; 75 require state impact review, follow-up, response or expert testimony as required.
10. O&G BMP manual and field training completed.
11. Reliance Refinery: Settlement agreement with DEQ executed (FY05). Legal and technical information prepared and presented as needed to get agreement approved by court.
12. Otter Creek: Contract with GNP - resource and market evaluation completed. Lease provisions review completed.
13. Coal lease renewals processed.
14. Internet mail-out of O&G lease sale info: Estimate 25% of 12,000 pieces first year.
15. TLMS data migration errors corrected.
16. TLMS reports and completion of initial implementation fixes.
17. Complete lease scanning into TLMS.
18. Assignment title history into TLMS. Requires Jeff Dobb TLMS work, and begin data migration/input.
19. Historic control card information – requires Jeff Dobb TLMS work, and begin data scan/input.
20. GIS O&G ownership layer, link to BOGC.
21. Pilot project – web access for O&G take-off requests.
22. Coal Trust Loan: Interest processed monthly, loan schedule principal abatement quarterly, pursue additional buy-down on principal balance.
23. OG royalty rate review.
24. OG surface payments review.
25. Jansky Land Exchange Proposal – originated from O&G activity proposal.
26. Mineral ownership reviews for other land exchange/banking tracts.
27. Training opportunities for field and staff.

28. TLMS

- Manage TLMS database system for division.
- Ongoing maintenance work – currently exceeds 80 task items, ranging from critical to “when time permits.”
- Module revisions to original ALL design: Complete reprogramming of FMB accounting/sale management module; rewrite AGMB accounting ledger module; rebuild REMB accounting ledger and revise billing process.
- Design and implement Land Banking accounting and land acquisition modules.
- Complete LandPro field application – database access from PDA.
- Procedures Manuals – work with bureaus to develop as primary module designs are revised and implemented.
- Training – Ad hoc as needed; formal as needed with procedures manual development.
- Design and implement initial public website access minerals and land banking information.
- Develop and maintain TLMD GIS plan.

REAL ESTATE MANAGEMENT

1. Real Estate Management

1.1 Lease Management [77-1-103, 77-1-204, 77-1-208, MCA; ARM 36.25.137]

Inspect all cabin/homesite & special leases/licenses currently up for renewal review and/or areas in decline. Complete evaluations of inspections by July 1, 2005 for the leases up for renewal.

Recommendations for non-renewals need to be received at REMB by July 29, 2005. NWLO and SWLO will administer their renewals. CLO, ELO and NELO need to submit inspection reports to REMB along with any required supplemental lease stipulations by September 30, 2005. SWLO to re-inspect problem leases and send notices. (# of inspections completed)

2006	CLO	SLO	NELO	SWLO	NWLO	ELO	Total
Reviews	5	2	14	90	75	4	190
Renewals	5	1	2	6	11	1	25

2. 2.1 Land Banking [77-2-361 through 77-2-367, MCA; ARM 36.25.801 through 36.25.817]

Assist in the sale of trust lands (24,000 +/- acres) approved by Land Board

CLO	SLO	NELO	SWLO	NWLO	ELO
3%	9%	5%	4%	4%	80%

Assist in reassessing the acreages and parcels to be processed to meet a total sale amount of \$ 7,000,000 in the event that the properties that have been identified as a priority for sale are eliminated.

Assist in the acquisition of property through land banking - All land offices.

3. Real Estate Management Plan [77-1-103, 77-1-601, 77-1-901 through 77-1-912, MCA]

Implementation

3.1 Public Relations/Community Outreach [2-3-101 through 2-3-301, MCA, 75-1-101 through 75-1-220, MCA]

Participate in and develop relationships with communities, Chamber of Commerce, Rotary Clubs, realtor associations, financial and economic development groups.

CLO	SLO	NELO	SWLO	NWLO	ELO
Communities: Project scoping	Communities: Project scoping	Communities: Project scoping	Communities: Project scoping	Communities: Project scoping	Communities: Project scoping
All other 2 meetings	All other 2 meetings	All other 1 meeting	All other 2 meetings	All other 2 meetings	All other 1 meeting

3.2 Projects

NWLO	Spring Prairie - Residential -Master Plan -FS Office -Hotel -Fire Station -Kids Sports -Com. Infill -93 Bi- pass	Olney Post Office	Whitefish Plan	Internal Road Design	Market Blue Bay Rogers Lake Residential lots	Big Arm Elmo
CLO	Lewis & Clark Sub.	Alaska Road	Mandeville	Amsterdam Road		
SLO	Skyview Ridge	Skyview Ridge/ Traffic Study	Skyview Ridge/ Entitlements	Springdale Wind Farm	Decker Project	
SWLO	7 th and Reserve	Seeley Lake 5 Lot Subdivision	Seeley Lake Airport	Double Arrow Access		
NELO	Valley Co. Wind Farm					

3.3 Conservation [76-12-101 through 76-12-123, MCA; 77-1-203, 77-1-204, 77-2-101, MCA]

Identify property appropriate for conservation leasing, easements (public purposes).

CLO	SLO	NELO	SWLO	NWLO	ELO
320 acres			640 acres	Whitefish plan	

3.4 REIT Team

Participate in the Real Estate Identification Team.

NWLO SWLO CLO SLO

4. Easements

4.1 Disposition [77-2-101 through 77-2-107, MCA; ARM 36.25.135]

Process application for easement disposition within 60 – 90 days.

CLO	SLO	NELO	SWLO	NWLO	ELO
-----	-----	------	------	------	-----

ELO, Bureau - Process Tongue River Railroad.

NWLO - Highway 93 Bi-pass.

4.2 Historic Rights-of-Way [77-1-107, 77-1-130 through 77-1-141, MCA]

Process applications for historic ROWs.

CLO	SLO	NELO	SWLO	NWLO	ELO
200	200	200	200	200	200

All other acquisitions within 60-90 days.

CLO	SLO	NELO	SWLO	NWLO	ELO
-----	-----	------	------	------	-----

5. Land Use Licenses [ARM 36.25.136]

Bill all land use licenses

Process and issue all land use license application within 60 – 90 days

All land offices.

6. General

6.1 Joint Training with Forest Management Bureau fall of 2005

CLO	SLO	NELO	SWLO	NWLO	ELO
-----	-----	------	------	------	-----

6.2 Trust land base inventory [77-1-501 through 77-1-504, MCA]

Research parcels to assign land classification for those parcels that are over or under classified.

CLO	SLO	NELO	SWLO	NWLO	ELO

6.3 Growth Policies [77-1-601 through 77-1-606, MCA]

Participate in the development of city/county growth policies.

CLO	SLO	NELO/Bureau	SWLO	NWLO	ELO
Cascade Madison	Stillwater	Valley	Granite	Flathead	

6.4 Committees

Participate in the Real Estate Management Advisory Committee and associated working group. Two meetings annually for the REMAC and each working group:

Recreational Use
Rights of Way
Lease Management

CLO	SLO	NELO	SWLO	NWLO	ELO
-----	-----	------	------	------	-----

7. Recreational Use [77-1-801 through 77-1-808, MCA; ARM 36.25.143 through 36.25.167]**7.1** Coordinate with Bureau on recreational use violations

CLO	SLO	NELO	SWLO	NWLO	ELO
-----	-----	------	------	------	-----

7.2 Process and issue all recreational use license requests within 60 – 90 days.

CLO	SLO	NELO	SWLO	NWLO	ELO
35	24	28	8	27	24

7.3 Process and issue all trapping recreational license request within 60 – 90 days.

CLO	SLO	NELO	SWLO	NWLO	ELO
-----	-----	------	------	------	-----

7.4 Identify and manage recreational use resource mitigations.

CLO	SLO	NELO	SWLO	NWLO	ELO
-----	-----	------	------	------	-----

FY 2006 FORESTRY DIVISION OBJECTIVES

1. **Public/Cooperator/Legislative Relations** - Maintain effective working relationships with the public, DNRC cooperators, and respond to inquiries from Governor's office and legislature as needed.
2. **Budget Management, Reporting, and Executive Planning**- Allocate and manage budgets within established parameters. Annually develop and implement an internal plan (including mid-year and fourth-quarter budget forecasts) to fully expend budgets and manage budget shortfalls. Evaluate operations/equipment budgets and needs, review FTE hardwire plan, and prepare Executive Planning Process proposals for submittal to Division budget analysts.
3. **Wildfire Pre-Suppression and Suppression** – Ensure safe, economic, and efficient protection of life and property from damage by wildfire within state and county fire protection boundaries. Control 95% of all DNRC direct protection wildfires at 10 acres or less.
4. **Forest Practices** - Administer Forest Practices programs as directed by program implementation policy and such that an appropriate number of logging operations are inspected for compliance with forest practices requirements. Assist with selection of Best Management Practices audit sites, and participate on BMP audit teams as requested.
5. **Wildfire Training and Assistance** - Conduct training required for employees and cooperators to accomplish safety and professional development goals within the fire program. Ensure appropriate level of assistance is provided to local government cooperators to maintain firefighting capacity.
6. **Air Operations** - Manage DNRC fire aviation resources according to Air Operations (1500) Manual to provide safety and effective aviation support.
7. **Wildfire Equipment Development and Maintenance** - Provide safe and efficient fire equipment through adequate inspection and maintenance program. Maintain existing statewide radio communications system and continue move to narrowband technology.
8. **Wildfire Prevention** - Reduce preventable wildfires and resource loss through proactive prevention planning and administration of fuel reduction projects on state and private lands. Participate in preparation and implementation of Community Wildfire Protection Plans.
9. **Wildfire Administration** - Implement recommendations of the 2005 Legislative Program Performance Audit. Lead and provide staff support for revision of Montana fire laws per legislative direction in House Joint Resolution #10 from the 2005 Legislative session.
10. **Forest Health and Stewardship** – Participate in Forest Stewardship landowner workshops, and provide assistance to private forest landowners to improve health of private forests in Montana.
11. **Conservation Seedling Program** – Market seedling products of the state nursery for use in reforestation, shelterbelts, windbreaks, and restoration projects.

12. **Urban and Community Forestry** – Participate in annual Arbor Day celebrations as requested, and provide support and local contacts to UCF staff.
13. **Resource Conservation and Development Councils** – Provide assistance to RC&Ds to achieve Council forestry objectives.
14. **Forest Biomass** – Provide informational and technical assistance for ensuring adequate supply of biomass material for Fuels For Schools projects statewide.

FORESTRY DIVISION BUDGETING AND FISCAL REPORTING

1. Fiscal Reporting Requirements

- a. Develop an internal plan by program to fully expend budgets and identify potential retirement payouts and program budget shortfalls by September 1, 2006.
- b. Complete mid-year budget forecasts by program and provide to the division budget analyst by January 21, 2006. Forecasts to include a plan to offset personal service/operations shortfalls or expend surplus vacancy savings/operations (if applicable).
- c. Complete budget forecasts for the fourth quarter by program and provide to the division budget analyst monthly by the following dates:
 - 1) April 15, 2006
 - 2) May 15, 2006
 - 3) June 15, 2006.

2. Fiscal Performance Measures

- a. Balance budget by program to the first level budget category (61000 for personal services, 62000 for operations, 63000 for equipment).
- b. Communicate any changes in budget status from the mid-year review to division budget analyst as necessary.
- c. Expenditures above appropriation levels should be pre-approved by the division budget analyst.

3. Executive Planning Process for 2007 Legislative Session

- a. Evaluate operations/equipment budgets and prepare EPP documentation for submission to division budget analysts by February 15, 2006.
- b. Review FTE hardwire plan by program and communicate changes to division budget analyst by June 30, 2006 for implementation to MBARS.

FIRE & AVIATION MANAGEMENT

1. Equipment Development Program (EDC)

- a. Provide safe and efficient fire equipment.
- b. Complete all projects in FY06 EDC work plan.
- c. Maintain existing statewide communications system and continue move to narrowband technology.
- d. Maintain and manage the Federal Excess Property Program.
- e. Inspect and maintain all fire program equipment. Complete annual vehicle inspections (F1006) and submit to EDC Section Supervisor by 6-15.

2. Fire Prevention Program

- a. Reduce preventable wildfires and resource loss, with special emphasis on wildland/urban interface areas.
- b. Complete annual Unit & Area Fire Prevention Plans and accomplish indicated prevention actions.
- c. Participate in local Community Wildfire Protection Planning, including reporting of plans completed to the Fire Prevention & Training Section.
- d. Develop and maintain GIS based maps defining fire protection responsibilities in Montana.
- e. Provide adequate investigation and complete follow-up procedures, including the billing of responsible parties per DNRC guidelines.

3. Fire Pre-Suppression and Suppression Programs

- a. Update and implement mobilization plans and related annual operating plans. Land offices report number and date of plans updated.
- b. Maintain updated County Co-op. Agreements and the Fire section of the Emergency Operations Plan with all counties and submit copy to Rural Fire Coordinator. Land offices report number of agreements updated.
- c. Provide personnel for interagency Incident Management Teams per guidelines. Report number of personnel on teams.

- d. Develop Type III incident management team capability. Land Offices report the number of Type III teams in place.

4. **Fire Training Program**

- a. Conduct training required for employees to accomplish professional development within the fire program. Report number and types of courses and trainees.
- b. Conduct annual firefighter safety training per guidelines. Report number of trainees.
- c. Provide State/County Cooperative Fire Program training per guidelines. Report number and type of course and number of trainees.
- d. Conduct field reviews of private contractor training sessions. Report number and type of courses reviewed.
- e. Maintain training and qualification records for DNRC employees and cooperators using the Incident Qualification System.

5. **Fire Administration**

- a. Determine existing offset acreage between the USFS/BLM/FWS and DNRC.
- b. Continue the implementation of the DNRC Fire & Aviation Strategic Plan.
- c. Implement recommendations of the 2005 Legislative Program Performance Audit.
- d. Lead and provide staff support for revision of Montana fire laws per legislative direction in House Joint Resolution #10 from the 2005 Legislative session.
- e. Participate in Department Career Development working group.
- f. Complete all FEMA and other agency fire billing.
- g. Continue tracking daily estimated fire costs using the MT-CARS system.
- h. Continue development of a Fire Program analysis using the FPA software. Provide analysis on interagency, as well as DNRC 'stand alone' basis.

6. **Volunteer Fire Assistance (VFA) & Rural Fire Assistance Programs**

- a. Administer the Volunteer Fire Assistance (VFA) and Rural Fire Assistance (RFA) program. Report number of grants and total dollars allocated.

7. **Air Operations Program**

- a. Manage the fire aviation program per Air Operations (1500) Manual to provide safety and effective aviation support.
- b. Initiate development of an additional UH1 helicopter.

8. **National Fire Plan**

- a. Complete work on existing National Fire Plan grant projects, closeout and final reporting. Report number of projects completed, acres treated, and funding amounts.
- b. Implement new, approved National Fire Plan Projects.
- c. Develop project(s) and submit grant applications(s) for National Fire Plan cost-share projects.

FORESTRY ASSISTANCE BUREAU

Forest Practices and Stewardship: Ensure continued protection and productivity of Montana's forest and watershed resources

- A. Ensure compliance with Montana's forest practices laws, rules and policies.
 - 1. Administer Montana's Forest Practices Program in accordance with applicable laws, rules, policies and standards and guidelines.
 - a. Review FP program manuals and associated forms for appropriate revisions and updates.
 - b. Complete implementation of HRA database contract with AXIOM.
 - c. Evaluate HRA database for additional changes and updates.
 - d. Reprint SMZ Guide Book after revision has occurred.
 - 2. Provide an active on-site forest practices administrative presence; pre-harvest, during harvest and post-harvest.
 - a. Identify targets for field offices - develop standards to help Land Offices determine possible site visits numbers.
 - 3. Actively participate in the Best Management Practices Program through audit team and BMP working group membership, information and education outreach, site visits, identification of Family Forest audit sites and timely and accurate reporting to the Environmental Quality Council on the application and effectiveness of BMPs.
 - a. Review and define DNRC role and obligations in BMP program.
 - b. Conduct logistics for 2006 BMP Audits.
 - c. Review Audit Report document format for changes.
 - 4. Provide necessary program outreach through educational opportunities, publications, public contacts and interagency collaboration.
 - a. Bureau/Field participation in MLA workshops
 - b. Develop BMP Inside Forests publication.
- B. Maintain or improve forest conditions on Montana's Family Forest lands.
 - 1. Engage Montana Family Forest Landowners in the development, updating and implementation of forest management plans that incorporate sound stewardship principles and land management objectives.

- a. Develop Stewardship Mgt plan template for all SF's to use.
 - b. Work with Tree Farm and MSU to develop format for DNRC participation in updating management plans. Identify targets for 2007.
 - c. Participate in development of Stew Advisor/Tree Farm Insp. Training with MSU.
 - d. Conduct or facilitate the presentation of a Stewardship Instructor/Advisor training for DNRC employees by February of 2006.
 - e. Monitor and participate in MSU Planning workshops.
- 2. Montana private forest landowners have access to the forestry assistance necessary to meet their forest resource management needs.
- 3. Actively pursue financial assistance opportunities and distribute funds to landowners implementing stewardship-based management plans.
 - a. Organize FLEP and set up future cost-share program direction.
- 4. Assess and prioritize assistance efforts on "high resource potential" and "high resource threat" forested areas.
 - a. Begin 05/06 implementation cycle of SAP.
- 5. Continue to enhance information and education outreach specific to the needs of Family Forest Landowners.
 - a. Reorganize "Inside Forests" program and develop priority timeline.
- C. Continue to foster and maintain relationships with agencies, groups and organizations that include Forest Stewardship objectives within their organizational guiding principles.
 - 1. Provide representation on forest landowner-directed groups such as the Montana Forest Stewardship Steering Committee, Stewardship Foundation, MFOA, and Tree Farmers, and continue to be active in participation.
 - a. Staff and participate with MFSSC.
 - b. Participate with other aforementioned stakeholders
 - 2. Maintain and improve working partnerships such as USFS State and Private Forestry, Montana Logging Association and Montana Wood Products Association.
 - 3. Ensure the NRCS EQIP technical assistance partnership is successful.
 - a. Review NRCS EQIP MOU and field response and make recommendation for future direction.

4. Keep contact with local conservation districts and NRCS offices.

Conservation Seedling Nursery: Increase establishment of windbreaks, shelterbelts, reforestation and other conservation practices using DNRC Conservation Seedling Nursery seedlings.

- A. Ensure Montana landowners have access to locally-adapted, source-identified, high quality seedlings at a nominal cost.
 1. Nursery is managed in a fiscally sound manner such that expenditures do not exceed revenues in any fiscal year.
 - a. Complete production cost analysis for bareroot and containerized seedlings by stock type.
 - b. Follow through immediately on all contacts with potential for long-term production contracts.
 - c. Update pricing structure by FY 2007 to insure packaging, shipping, and other variable operating costs are recovered.
 - d. Maximize the amount deposited into the nursery proprietary account until the year-end balance exceeds \$100,000. Goal is \$5000 carryover for FY 2006.
 - e. Prepare three year staffing plan to insure efficient and best use of personal services budget.
 - f. Determine feasibility of converting greenhouses to biomass heat.
 2. Ensure long-term availability of plant materials selected for their adaptation to Montana conditions.
 - a. Complete fertility tests for soils in all FY 2006 production fields.
 - b. Draft and implement soil compaction prevention guidelines.
 - c. Maintain all seed orchards in a healthy and productive state.
 - d. Make annual direct contacts with partners and customer groups to identify seedling trends and needs throughout the state.
 - e. Directly contact every Conservation District in the state in FY 2006.
 3. Develop a full service shelterbelt planting package that includes seedlings, planting, and weed fabric installation in FY 2006. Present the plan to 25% of the Conservation Districts by FY 2007 and 50% of the Conservation Districts by FY 2008.

- B. Expand nursery containerized seedling production capacity as seedling demand dictates.
 - 1. Produce at least one thousand 100 cubic inch container transplant seedlings in FY 2006. Expand this production as demand dictates.
 - 2. Construct a 4,500 square foot cold frame when carryover funds exceed \$50,000.
 - 3. Utilize 99% of current greenhouse space during entire growing season.
 - a. Expand shadehouse area by 100%.
- C. Increase public awareness of the Nursery and the products provided.
 - 1. Present a nursery program overview at the annual meetings of partners, distributors, customer organizations and other conservation-oriented entities.
 - a. Present at IPM training workshop in nine towns along the Rocky Mountain Front.
 - b. Present at the annual meeting of the Montana Association of Conservation Districts.
 - c. Place program booth at the annual meeting of the Montana Association of Conservation Districts.
 - d. Identify the top ten seedlings sales counties over last five years and focus marketing efforts in those counties.
 - 2. Develop publications, articles and brochures for public distribution to promote the nursery and services provided.
 - a. Include nursery marketing packet in HRA and Stewardship Workshop literature.
 - b. Distribute a mid-winter Nursery Notes publication to nursery customers with useful planting information and a reminder to order.
 - c. Revise general program brochure for landowner audience and prepare for printing.
 - d. Prepare a nursery marketing packet for all service foresters, and provide nursery sales training in FY 2006.
 - 3. Identify and contact biologists and land managers in other governmental or environmental organizations. Focus on one large group each fiscal year.
 - a. Contact every Pheasants Forever chapter in Montana and distribute nursery literature.

- b. Contact every Trout Unlimited chapter in Montana and distribute nursery literature.
 - c. Contact BLM wildlife biologists in Montana and distribute nursery literature.
 - d. Develop cooperative relationships with the DNRC Conservation and Resource Development Division, MSU Extension Service, and NRCS through direct contact with directors, state, and regional heads.
- 4. Expand the nursery web site to include an extensive page on seedling planting, care, and other resources available to landowners. FY 2006
 - a. Add twenty suitable links to other information sources to nursery web page.

Biomass Utilization: Improve woody biomass utilization from Montana forests.

- A. Fully implement the Fuels for Schools program.
 - 1. Develop a project feasibility assessment process providing the DNRC and the applicant with reliable decision-making information. Identify criteria for a good project.
 - 2. Investigate biomass burner/boiler technology. Provide a range of biomass burner/boiler options and appropriate costs.
 - 3. Identify specifications for reliable, effective fuel. Develop fuel supply process, including technical information, contract information, network of suppliers and supply infrastructure.
 - 4. Evaluate the Montana market potential for biomass heat. Promote construction of a boiler manufacturing plant in Montana.
 - 5. Provide short-term financial assistance through federal grants to qualifying projects. Develop private sector financing options.
 - 6. Provide overall program management such that program is largely a private sector venture within seven years.
- B. Develop a wood energy industry within Montana.
 - 1. Change woody biomass management philosophy and practices within forestland ownership/land management groups from seeing biomass as a disposal problem to seeing it as a utilization opportunity.
 - 2. Develop a cost-effective supply system and supply/delivery infrastructure to better utilize biomass and fuel biomass heating systems around the state.
 - 3. Establish a Biomass Utilization Working Group Network and use it to cooperatively address biomass utilization challenges and issues and disseminate new information.

Urban Forestry: Ensure urban forests within Montana communities have effective, self-sustaining Urban Forestry Programs.

- A. Promote public understanding of the importance and value of urban forests, the need for sound urban forest management, and the services available.
 - 1. Provide program outreach through educational opportunities, displays, publications, public contacts and inter-agency collaboration.
 - a. Assist field personnel with booth staffing at urban forestry related/interest conferences/meetings.
 - b. Work with MUCFA to prioritize marketing activities for the year.
 - 2. Promote key urban forestry activities and programs such as Arbor Day and Tree City USA statewide.
 - a. Mailing to communities encouraging participation in Arbor Day and Tree City USA via grant program.
- B. Ensure that all practitioners are educated and knowledgeable in current urban forestry principles, practices and standards.
 - 1. Provide DNRC and collaborative training opportunities to tree care professionals in the public and private sector.
 - a. Collaborate with AMTOP to plan and execute the arborist training sessions at their Annual Conference in January/February.
 - b. Collaborate with ISA-RMC to host one annual training workshop in Montana.
 - 2. Promote arborist certification and other professional licensure for public and private tree care professionals.
 - 3. Create demand for certified tree care professionals and the highest industry standard by the public through education and information.
 - a. List current Montana certified arborists on the Urban Forestry website
- C. Ensure every Montana community has an opportunity to develop and implement a sustainable urban forestry program.
 - 1. Engage Montana communities in the implementation and further development of urban forestry programs that incorporate sound municipal resource management objectives.

2. Provide Montana communities the access to urban forestry assistance necessary to meet their municipal resource management needs.
 - a. Create and maintain urban forestry website with accurate and pertinent information regarding the program and its services.
 - b. Actively pursue financial assistance opportunities and distribute funds to communities.
 - c. Administer the grants to communities program including Arbor Day, Tree City USA, Program Development, and Tree Planting and Care grants.
 - d. Continue to enhance information and education outreach specific to the needs of Montana communities.
 - e. Investigate non-federal funding opportunities through the MUCFA and other sources including NUCFAC grants.
- D. Fully integrate a network of supporters throughout the state to work cooperatively toward sound urban forestry management.
1. Identify natural resource professionals (county, state, private and/or federal) that have interest in urban forestry, which can then be used as a catalyst for program building in the local area.
 - a. Collaborate with USFS Region 1 counterpart on a list of USFS employees and local Service Foresters on other natural resource professionals for community contacts.
 2. Encourage and recruit individuals and organizations of all skill backgrounds and mission diversities to represent their urban forestry interests on the Montana Urban and Community Forestry Association (MUCFA).
 - a. Assign organization/interests to urban forestry program staff and MUCFA to recruit new members to the advisory council.
 3. Engage municipal leaders to further emphasize urban forestry in their respective parks and recreation departments.
 - a. Present at the Montana League of Cities and Towns and Montana Recreation and Parks Annual conferences.
 4. Identify other organizations with parallel program goals/objectives and coordinate with them to create complementary, not competing, opportunities in urban forestry.
 - a. Present and/or prepare information on Urban Forestry program to the Montana State University Extension Agents conference.

5. Continue to cultivate successful partnerships and identify new partnerships that are key to urban forestry.
 - a. Contact Natural Resources Conservation Service (existing partner) and Peaks and Prairies Association (potential partner) for future workshop collaboration.
6. Upon request, provide urban forestry representation to organizations such as the Montana Nursery and Landscape Association, Association of Montana Turf and Ornamental Professionals, and Montana Recreation and Parks Association.
 - a. Provide updates to DNRC Area Managers, Unit Managers and Service Foresters regarding urban forestry projects occurring in their area.

Forest Pest Management: Encourage forest conditions that enhance resilience to insect and disease activity and respond to outbreaks in a efficient manner such that losses of Montana forest resources are minimized.

- A. Monitor forest pest conditions and disseminate finding in an informative, useful manner.
 1. Set, monitor, and retrieve Douglas-fir tussock moth traps.
 2. Contribute forest pest summaries to MT Forest Conditions Report.
- B. Provide resources that enable urban, state and private forest landowners to understand and manage insect and disease activity.
 1. Update Forest Pest Management Program website to include current contact information, information on specific insect and disease conditions in MT, MT Forest Conditions Report, and links to relevant websites.
 2. Respond to insect and disease inquiries within 2 weeks of request.
 3. Develop two insect and/or disease brochures specific to private forest landowners in MT.
 4. Conduct trainings and workshops including at least two of the following: Tree Farm Convention, Flathead Forestry Expo, Bitterroot RC&D, Montana Logging Association, Missoula Forestry Expo, UM Mini College, Swan Ecosystem Center workshop, USFS/DNRC training, Forest Stewardship Workshops.
- C. Prevent establishment of invasive insect and diseases in Montana forests and aggressively manage existing infestations.
 1. Set, monitor, and retrieve gypsy moth traps and report data to MT Dept. Ag.

- D. Provide financial assistance to conduct insect and disease prevention and restoration activities.
1. Develop two projects appropriate for future submission to USFS Prevention and Restoration grant RFP's.
 2. Advertise Western Bark Beetle Prevention grant availability to Lake County residents.
 3. Identify specific area for Swan Lake Prevention and Restoration grant project.

LAND OFFICE OBJECTIVES

CENTRAL LAND OFFICE

1. Hold 95% of direct protection fires to 10 acres or less.
 - a. Complete initial attack agreements with all VFD in CLO to assure rapid and unencumbered assistance from and to cooperators during initial attack
 - b. Increase coordination of initial attack resources with other DNRC offices to rotate and pre-position resources as needed.
 - c. Develop policies or procedures to expedite hiring of local cooperators on CLO direct protection extended attack incidents as needed
 - d. Develop policies or procedures to expedite hiring of local cooperators on CLO direct protection extended attack incidents as needed
 - e. Improve relationship between HIDC, Air operations and HU initial attack.
 - f. Conduct Training for employees and cooperators to ensure appropriate safety standards and fire management capabilities are maintained.
 - g. Improve Type 3 incident management capability.
 - h. Complete development of replacement type 6 engines for direct protection and County Coop Program as negotiated with FMB
2. Enhance rate of return from Trust Lands.
 - a. Review and process applications for Oil and gas leases.
 - b. Evaluate surface impacts and process applications for new oil and gas wells.
 - c. Evaluate surface impacts and process applications for seismic permits.
 - d. Complete field evaluations and verify production for agricultural leases expiring in 2006.
 - e. Document crop yields and address management problems on agricultural leases in the land office.
 - f. Monitor existing farm program contracts and implement corrective actions as needed.
 - g. Complete field evaluations for grazing leases expiring in 2006.
 - h. Complete Commercial lease of Alaska Road tract.

- i. Continue to advertise and lease commercial lots in Lewis and Clark Subdivision.
 - j. Prepare 3.2 MMBF of timber for sale.
 - k. Complete preliminary plans for the development of the Mandeville Tract.
 - l. Initiate public process for appropriate uses of the Belgrade tract.
 - m. Manage Cooperative Weed Agreements, implement weed management priorities and prepare summary audit report.
 - n. Evaluate easement applications and process within 30 days.
 - o. Evaluate and Issue Gravel Permits within 30 days.
 - p. Evaluate and issue Land Use License applications within 30 days.
 - q. Assist in completing the sale of land banking tracts.
 - r. Assist in the identification of purchase tracts using land banking revenues.
 - s. Complete FI projects on land office, to include regeneration surveys, weed treatments and thinning projects.
 - t. Initiate Deep Creek/TNC exchange process.
 - u. Renew existing and evaluate new SRUL for Outfitting applications.
 - v. Participate in HCP and data management work groups.
3. Monitor and Improve forest practices on private lands.
- a. Open new HRA agreements within one week of receiving an application.
 - b. Prioritize resolution and closure of expired Hazard reduction agreements; reduce expired agreements to a maximum of 25%.
 - c. Conduct pre-harvest inspections on 10% of new HRA applications received.
 - d. Provide technical assistance related to management of SMZ and implementation of BMPs.
 - e. Investigate SMZ violations, implement corrective actions and prepare enforcement package.
 - f. Conduct post harvest HRA inspection and submit post-harvest inspection form to Forestry Assistance Bureau on 30% of HRAs to be closed.

- g. Meet with NRCS offices to establish a process for providing technical assistance on EQIP projects.
 - h. Assist with BMP site selection and review as requested by Forestry Assistance Bureau .
 - i. Participate in BMP workshops and have each service forester attend at least one BMP audit conducted within CLO.
 - j. Provide assistance for assuring biomass supply to Fuels for schools projects in Dillon and Townsend.
 - k. If requested, assist Forestry Assistance Bureau staff in conducting Arbor Day celebrations on CLO.
4. Forest Stewardship
- a. Provide landowner assistance as requested by members of the Family Forest Landowner community.
 - b. All completed FLEP projects are closed and expired FLEP cost-share agreements are closed or completed by FYE.
5. Maintain a healthy and productive work environment.
- a. Maintain effective working relations with cooperators. Attend fire council, city-county planning, County Inter-agency Cooperator, Realtor association, rotary, etc meetings to improve community outreach.
 - b. Provide training opportunities to promote professional development.
 - c. Provide opportunities for multi-program involvement.
 - d. Recognize outstanding performance in a timely manner.
 - e. Address pay inequity situations...Senior Engine Bosses, Dillon Unit Forester and Unit Office Managers.
 - f. Provide open forum for information dissemination and inter-unit collaboration through staff meetings as appropriate.
 - g. Complete performance appraisals by December 31.
6. Manage and allocate budgets in an efficient and productive manner.
- a. Prepare CLO fixed cost budget estimate for fiscal year no later than September 30, 2006.
 - b. Prepare mid-year and 4th quarter budget review.

- c. Develop long range building plans in Dillon Unit Office and steel building at CLO Compound.

EASTERN LAND OFFICE

PERSONNEL

- Provide a safe work environment.
- Maintain positive morale.
- Provide training opportunities that advance professional skills.

1. Trust Land & Forestry Division

- a. Coordinate DNRC interagency communication interaction with local citizen organizations, local community governments, state and federal agencies and the general media.
- b. Implement the TLMD / FD MOU in regards to wild land fire management. Optimize personnel performance through application of scheduled personnel “Performance Appraisal” processes.
- c. Maintain effective transition communications with the NELO regarding the transfer of Garfield and McCone county DNRC TLMD and FD program administration to the ELO.

PROGRAMMATIC

1. Forestry Division/Fire & Aviation Bureau

- a. Coordinate fire pre-suppression, prevention and suppression preparations for 2005(06) fire season with the FD – Fire and Aviation Bureau and other state, local and federal cooperators.
- b. Respond to fire emergencies, as per ELO/FD State County Cooperative Fire Management Plan and the Montana 6-Party Cooperative Fire Management Agreement operations guidelines.
- c. Participate in the Miles City Interagency Dispatch Center.

2. Forestry Division/Forestry Assistance Bureau

- a. Manage and enforce Montana State “Hazard Reduction Agreement” law to ensure hazard reduction of timber harvest slash.
 - 1) Conduct site visits on at least 30% of active agreements, distributed between pre-harvest, post-harvest, and during operations visits or slash inspections.
- b. Manage and enforce state Streamside Management Zone law and BMP guidelines and perform enforcement duties as necessary.

- 1) Participate in BMP workshops and attend at least one BMP audit conducted within ELO.
- 2) Assist with BMP site selection and review as requested by Bureau.
- c. Promote state nursery sales.
- d. Maintain ELO involvement in the community forestry program.
 - 1) If requested, assist Bureau staff in conducting Arbor Day celebrations on ELO.
- e. Initiate Forest Biomass information and contacts to interested constituents.
 - 1) Contact NRCS offices within ELO to facilitate EQIP cost-share program.
 - 2) All completed FLEP projects are closed and expired FLEP cost-share agreements are closed or completed by FYE.
3. **TLMD/Forest Management Bureau**
 - a. Administer ELO forest products contracts efficiently and effectively, capturing optimum revenue for the school trusts.
 - b. Prepare at least 1.1 MMBF of timber for sale yearly (figure reflects update of ELO sustained yield calculations from previous 0.8 MBF yearly target to new ELO target of 1.1 MMBF – eastside harvest total to increase = 2.5 MMBF).
4. **TLMD/Minerals Management Bureau**
 - a. Respond and facilitate increased TLMD Minerals Management Bureau activity (routine O&G permit reviews, sand and gravel permits, seismic permits and Coal Bed Methane field developments taking place on the ELO (MEPA), implement new surface damage settlements.
 - b. Coordinate TLMD MMB, Surface Management Bureau and Real Estate Management Bureau, Land Use License activity for increased O&G road and pipeline development associated with O&G minerals on the ELO (MEPA).
5. **TLMD/Surface Management Bureau**
 - a. Complete TLMD Surface Management Bureau lease renewals on the ELO (approximately 300 lease renewals across the ELO).
 - b. Take corrective action for TLMD – Surface Management Bureau on surface lease violations (including crop shares).
 - c. Implement the ELO Weed Management program and assist cooperators in collaborative weed management projects.

6. **TLMD/Real Estate Management Bureau**

- a. Assist TLMD Real Estate Management Bureau, with the implementation of the “Land Banking Program” on the ELO.
- b. Coordinate management of the ELO Recreational Use Program with TLMD REMB.

NORTHEASTERN LAND OFFICE

Administrative Objectives

1. Public/Cooperator/Legislative Relations - Maintain effective working relationships with the public, DNRC cooperators, and respond to inquiries as needed.
2. Budget Management, Reporting, and Executive Planning- Allocate and manage budgets within established parameters. Annually develop and implement an internal plan including mid-year and fourth-quarter budget forecasts.

Personnel Management

1. Provide for workplace safety, develop a work environment that fosters cooperation, trust, motivation, and job growth.
2. Coach, develop, and mentor employees.
 - a. Provide leadership-training opportunities to employees to promote professional development.
 - b. Provide technical training opportunities to employees to promote job competency.
 - c. Recognize outstanding performance in a timely manner.
 - d. Identify candidates for annual awards recognition by May 15, 2006.
 - e. Promote accountability of all employees through appropriate use of incentive and disciplinary measures.
 - f. Complete all performance appraisals and career development plans by December 31, 2005.

Programmatic Objectives

1. Wildfire Pre-Suppression and Suppression – Ensure safe, economic, and efficient protection of life and property from damage by wildfire within state and county fire protection boundaries. Provide safe and efficient fire equipment through adequate inspection and maintenance program. Reduce preventable wildfires and resource loss through proactive prevention planning.
2. Minerals Management Actions - Review land management and process applications for O&G leases. (200 applications processed) Review proposed mineral activities and prepare appropriate MEPA document or provide comments for MMB document. (35 MEPA documents) Evaluate surface impacts and process applications for seismic permits.

3. Agriculture and Grazing Management Actions - Complete 376 field inspections for 2006 lease renewals and submit completed Field Evaluation Forms to Bureau by November. Identify and initiate corrective action to lease problems such as weeds, pests, and grazing management. Investigate and recommend or take corrective action to lease violations such as illegal breaking, illegal subleasing. Document crops, yields and aftermath grazing during field season. Confirm payments received on Production Reports. Review and approve/disapprove contracts associated with involvement in programs authorized under the federal farm bill, including Direct & Counter Cyclical Program, Loan Deficiency Program and Disaster Program
4. Forest Product Management Actions - Prepare and offer in conjunction with the Eastern Land Office 2 million board feet of timber for sale by June 30, 2006. Complete all other FMB objectives as project importance requires.
5. Real Estate Management Actions - Inspect all cabin/homesite & special leases/licenses up for renewal by July 1, 2005. Complete all other REMB objectives as project importance requires.
6. Forest Practices Actions- Administer Forest Practices programs as directed by program implementation policy and such that an appropriate number of logging operations are inspected for compliance with forest practices requirements. Assist with selection of Best Management Practices audit sites, and participate on BMP audit teams as requested.
 - a. Conduct site visits on at least 30% of active agreements, distributed between pre-harvest, post-harvest, and during operations visits or slash inspections.
 - b. Reduce expired agreements to a maximum of 25%.
 - c. Assist with BMP site selection and review as requested by Forestry Assistance Bureau.
 - d. Participate in BMP workshops and have each Service Forester attend at least one BMP Audit conducted within NELO.
7. Wildfire Training and Assistance - Conduct training required for employees and cooperators to accomplish safety and professional development goals within the fire program. Ensure appropriate level of assistance is provided to local government cooperators to maintain firefighting capacity.
8. Manage recreational use on trust land – Enforce recreational use rules, issue special recreational use licenses, mitigate recreational use damages, participate in DFWP, BMA program.
9. Manage County Cooperative Weed Agreements and prioritize weed projects for the monies allocated to the Area Office. Signed biennial performance reports (both hard copy and electronic) are due to the Bureau no later than September 15, 2005. Implement commitments made under the Area Weed Management plans based on the priorities in the plan.

10. Land Banking Program – assist in the sale and acquisition of trust lands through land banking.
11. Wind Energy - Promote the development of wind energy. Implement the Judith Gap wind farm lease agreement, and complete the MEPA process for the Valley County wind park proposal.
12. Conservation Seedling Program – Market seedling products of the state nursery for use in reforestation, shelterbelts, windbreaks, and restoration projects.
13. Urban and Community Forestry – Participate in annual Arbor Day celebrations as requested, and provide support and local contacts to UCF staff.
14. Forest Health and Stewardship – Participate in Forest Stewardship landowner workshops, and provide assistance to private forest landowners to improve health of private forests in Montana.
 - a. Contact NRCS offices within NELO to facilitate EQIP cost-share program.
 - b. Close completed FLEP projects and facilitate closure of expired FLEP cost-share agreements.
15. Provide assistance to Bureau staff, as requested, in identifying and securing fuel supply and suppliers for Lewistown Hospital Biomass heating project.
16. Complete all other work objectives.

NORTHWESTERN LAND OFFICE

The Northwestern Area is primarily responsible for integrating and implementing the programs for both the Forestry and Trust Land Management Divisions within fiscal, human resource, and information service parameters outlined by Centralized Services Division. In order to maximize the efficient use of allocated resources, the following goals and objectives benchmark both priorities and targeted workload during Fiscal Year 2006 for Northwest Area personnel.

The goals and objectives are generally listed in priority order.

It is expected that this listing of priorities will be monitored and used by Northwestern Area managers to achieve desired program results, adjust resource allocations, coordinate activities with the Bureaus, and adjust personnel workloads.

- 1. Establish a positive employee work environment and effective working relationships with the public and DNRC cooperators.**
 - a. Complete annual employee performance appraisals and Career Development/Training Plans by December 31, 2005 using the most current forms.
 - b. Ensure new employee orientation is completed within two months of employment.
 - c. Appropriately apply incentive and disciplinary measures.
 - d. Recognize employees using Awards.
 - e. Complete the Northwest Area (NWLO) re-organization.
 - f. Evaluate vacancies and hire positions to optimize future performance.
 - g. Initiate community outreach and improved public/cooperator relationship development by hiring a Community Outreach Specialist **[2-3-101 through 2-3-301, MCA, 75-1-101 through 75-1-220, MCA]**.
 - h. Participate in the development of the Flathead County Growth Policy **[77-1-601 through 77-1-606, MCA]**.
 - i. Participate in the development of the Flathead, Kootenai, and Lolo National Forests new Forest Plans.
 - j. Host the joint forestry/real estate management bureaus training session in October 2005.
- 2. Manage allocated budgets.**
 - a. Establish a Budget Management Section and hire a Budget Management Supervisor.

- b. Develop a Budget Allocation Plan for Unit offices and programs.
 - c. Complete mid-year budgets forecast and re-allocate to address retirement payouts and unforeseen shortfalls.
 - d. Complete fourth quarter budget forecasts monthly from April through June 2006.
 - e. Balance year-end budgets by program to the first-level budget category. Expenditures over appropriations require prior approval by the appropriate division Budget Analyst.
 - f. Develop a NWLO Business Plan.
 - g. Evaluate operations/equipment budgets and assist divisions with preparing EPP documentation starting by February 15, 2006.
 - h. Review FTE allocations by program and communicate desired adjustments for the next year and biennium to divisions by June 2006.
3. Protect the State's natural resources from wildfire, insect pests, and disease.
- a. Safely, aggressively, and cost-effectively fight wildland fires using all available personnel as authorized by the interdivision MOU and NWLO Ramp-up Plan. Control 95% of all DNRC direct-protection wildfires at 10 acres or less.
 - b. Develop and implement a Wildland Fire Prevention Plan.
 - c. Implement Restrictions and Closures as warranted by conditions.
 - d. Administer fuel reduction projects on state and private lands.
 - e. Participate in the implementation of Community Wildfire Protection Plans.
 - f. Reinstate the Westside County Cooperative Fire Program and provide assistance to local government cooperators for maintain firefighting capacity.
4. Promote the highest monetary return from trust lands while meeting statutory obligations.
- a. Prepare and offer 31.8 million board feet (mmbf) of timber for sale [**77-5-223, MCA**].
 - b. Develop high-potential commercial and residential properties in urban growth areas, primarily on Section 36 in Kalispell, Olney, and Blue Bay/Rogers Lake.
 - c. Begin implementing the Whitefish Area Trust Lands Plan.
 - d. Process and issue selected Land Use License applications within 60-90 days.
 - e. Process and issue at least 5 permits for sand, gravel, or rock [**Title 77, Chapter 3, Part 2, MCA**].

- f. Process and issue Special Recreational Use License within 60-90 days[**77-1-801 through 77-1-808, MCA; ARM 36.25.143 through 36.25.167**].
 - g. Process and issue Trapping License requests.
 - h. Utilize land banking to dispose of poor performing properties while acquiring accessible higher revenue-producing properties. Contribute approximately 960 acres for disposition [**77-2-361 through 77-2-367, MCA; ARM 36.25.801 through 36.25.817**].
5. Implement and enforce the state's laws, agency rules, and agency guidelines.
- a. Administer forest practices programs and inspect logging operations for forest-practice requirements compliance.
 - 1) Conduct site visits on at least 30% of active agreements, distributed between pre-harvest, post harvest, during operations visits or slash inspections.
- Reduce expired agreements to a maximum of 25%.
- b. Assist with the statewide BMP site selection and participate with the BMP audits of NWLO sites.
 - 1) Have each service forester attend at least one BMP audit conducted within NWLO.
 - c. Complete 75 review and 11 renewal inspections for cabin/homesite & special leases/licenses currently up for renewal/review. Take corrective actions to address identified problems. Submit inspection reports to REMB along with identified supplemental lease stipulations by July 1, 2006 [**77-1-103, 77-1-204, 77-1-208, MCA; ARM 36.25.137**]. Administer renewals.
 - d. Complete 18 agricultural and grazing lease renewal evaluations on 20 tracts and take corrective actions to address identified management problems for 2006 [**77-6-101, MCA, 77-6-201, MCA, 77-6-113, MCA; ARM 36.25.117 and ARM 36.25.126**]
 - e. Manage County Cooperative Weed Agreements and prioritize weed projects for the \$10,000 allocated to NWLO. Assist in the development of County Weed Management Cooperative Agreements. Develop and implement a DNRC/TLMD Weed Management Plan. [**7-22-2151, MCA and 77-6-114, MCA**].
 - f. Process applications for easement disposition within 60-90 days [**77-2-101 through 77-2-107, MCA; ARM 36.25.135**].
 - g. Process applications for historic ROWs. All other acquisitions within 60-90 days [**77-1-107, 77-1-130 through 77-1-141, MCA**].
 - h. Bill Land Use License [**ARM 36.25.136**].

- i. Assist the MMB as necessary to ensure mineral reclamation on state-owned sites **[Title 77, Chapter 3, MCA]**.
 - j. Assist the MMB in identifying and resolving 1 minerals management problem **[Title 77, Chapter 3, MCA]**.
 - k. Manage DNRC fire aviation resources.
 - l. Provide safe and efficient fire equipment through adequate inspection and maintenance program.
 - m. Maintain existing statewide radio communications system and continue the move to narrowband technology.
 - n. Implement recommendations of the 2005 Legislative Program Performance Audit.
 - o. Help develop and review Habitat Conservation Plan (HCP) strategies.
 - p. Provide staff support for revision of Montana fire laws per legislative direction in House Joint Resolutions from the 2005 Legislative session.
 - q. Issue 8 SVPs and/or test permits for gravel **[Title 77, Chapter 3, Part 2, MCA]**.
 - r. As time allows, complete 13 agricultural and grazing lease renewal evaluations on 19 tracts and take corrective actions to address identified management problems for 2007.
6. Sustain or improve the natural resources of State and private forestland.
- a. Complete timber sale inspection reports and take corrective actions to address identified management problems.
 - b. Complete State Forest Land Management Plan monitoring requirements and utilize data to design future projects.
 - c. Complete FI projects within budgets, treatment plans and timelines.
 - d. Conduct FI project reviews by fall of 2005 and complete a written report by March 2006 **[77-5-204, MCA]**.
 - e. Identify and manage recreational use resource mitigations.
 - f. Conduct Internal BMP audits on 5 ongoing and recently completed timber sales by June 2006 **ARM 36.11.424**.
 - g. Monitor snag and coarse woody debris on 2 timber sales by June 2006.
 - h. Assist with bald eagle nest productivity monitoring by June 2006.

- i. Participate in Forest Stewardship landowner workshops, and provide assistance to private forest landowners to improve health of private forests in Montana.
 - 1) Have a minimum of one NWLO Service Forester attend DNRC/MSU-sponsored Stewardship Workshop instructor/advisor training and actively participate in the program.
 - 2) Contact NRCS offices within NWLO to facilitate EQIP cost-share program.
 - 3) All completed FLEP projects are closed and expired FLEP cost-share agreements are closed or completed by FYE.
- j. Market seedling products of the state nursery for use in reforestation, shelterbelts, windbreaks, and restoration projects.
- k. Participate in annual Arbor Day celebrations as requested, and provide support and local contacts to UCF staff.
- l. Provide assistance to RC&Ds to achieve Council forestry objectives.
- m. Provide informational and technical assistance for ensuring adequate supply of biomass material for Fuels For Schools projects statewide and specifically to NWLO sites.

SOUTHERN LAND OFFICE

FORESTRY DIVISION

1. Provide a safe and positive work environment and make sure employees have training, equipment, and support to complete their jobs efficiently.
2. Maintain and build effective working relationships with the public, DNRC cooperators, and handle politically sensitive issues crossing all programs.
3. Prepare for fire season by having adequate support and working cooperatively with interagency partners. Respond to fire emergencies in a safe, efficient, and financially responsible manner.
4. Manage the SLO budget for all Forestry programs to fully expend the budget and work with Sue Clark to address any shortfalls or extra funds. Be prudent in the expenditure of funds and meet the objectives of the different programs while at the same time keeping SLO up to date on computers, latest technology, and providing a good office environment.
5. Complete development of equipment assigned to Eastside mechanic and complete vehicle inspections. Maintain existing radio communication equipment and move forward with new technology.
6. Actively pursue projects for National Fire Plan and coordinate with other agencies.
7. Hire new Service Forester and provide training and support to that individual to complete work objectives in Forestry Assistance program. Initially emphasis will be on cleaning up backlog of HRAs and providing them training to address Forest Practices.
 - a. Conduct site visits on at least 30% of active agreements, distributed between pre-harvest, post-harvest, and during operations visits or slash inspections.
 - b. Reduce expired agreements to a maximum of 25%.
 - c. Assist with BMP site selection and review as requested by Forestry Assistance Bureau.
 - d. Participate in BMP workshops and attend at least one BMP audit.
 - e. Contact NRCS offices within NWLO to facilitate EQIP cost-share program.
 - f. All completed FLEP projects are closed and expired FLEP cost-share agreements are closed or completed by FYE.
 - g. Provide assistance for assuring biomass supply to Fuels for Schools projects that may become active on SLO.

8. Provide fire training per county cooperative agreements.
9. Hire Urban Forester and provide support to that individual to effectively complete the duties for that position and coordinate with Bureau staff and other land offices.
 - a. Urban Forester: Identify, implement and expand “developing” and “managing” community forestry programs in Montana communities through technical, financial and volunteer coordination assistance. Urban forestry specialists submit work plan by December 1.
 - b. Urban Forester: Provide 10-15 hours of continuing education units for certified and non-certified tree care professionals and provide four Certified Arborist Exams statewide, two in each region.
 - c. Land Office Staff, Participate in Arbor Day celebrations as requested and support the Community Forestry program.
10. Participate in preparation of Community Wildfire Protection Plans.
11. Participate in formation of new Type 3 Incident Management team.
12. Assist with tree delivery’s and promote nursery stock.

TRUST LAND MANAGEMENT DIVISION

1. Provide a safe and positive work environment and make sure employees have training, equipment, and support to complete their jobs efficiently.
2. Maintain and build effective working relationships with the DNRC staff, the public, DNRC cooperators, and handle politically sensitive issues crossing all programs.
3. Manage the SLO budget for all TLMD programs to fully expend the budget and work with Connie Daruk to address any shortfalls or extra funds. Be prudent in the expenditure of funds and meet the objectives of the different programs while at the same time keeping SLO up to date on computers, latest technology, and providing a good office environment.
4. Participate in coal bed methane and other oil and gas development and implement new surface damage payments policy.
5. Complete update of Master Plan for proposed Skyview Ridge Subdivision. Additionally, SLO will secure entitlements on the property by obtaining city approval on request for annexation, zone change and minor subdivision. Included in these efforts is the completion of a Traffic Accessibility study to identify impacts and mitigation of the development of Skyview Ridge.

6. Utilize land banking to dispose of poor performing properties while acquiring accessible higher revenue-producing properties.
7. Complete all agricultural and grazing lease renewal evaluations by November 1st and take corrective actions to address any management problems.
8. Continue pursuing development of wind farm near Springdale.
9. Identify and resolve minerals management problems on oil, gas, or coal leases.
10. Inspect all homesite and special leases/licenses currently up for renewal/review and/or areas in decline and take corrective actions to address any problems.
11. Manage County Cooperative Weed Agreements and prioritize weed projects for the monies allocated to the Area Offices.
12. Review and approve/disapprove contracts associated with involvement in programs authorized under the federal farm bill, including Direct & Counter Cyclical Program, Loan Deficiency Program and Disaster Program and CRP.
13. Process application for easements in timely manner dependent on type of application and urgency.
14. Review and process applications for sand and gravel.
15. Participate in the Real Estate Identification Team.
16. Process and issue land use license applications in a timely manner with emphasis on high value licenses.
17. Participate in and develop relationships with local government, communities, Chamber of Commerce, Rotary Clubs, realtor associations, financial and economic development groups. Participate in the development of city/county growth policies.
18. Process and issue SRUL requests.
19. Follow-up on recreational access complaints and coordinate with Bureau on enforcement.
20. Process applications for historic right of ways.
21. Assist NELO, ELO, and CLO with timber sales and permits.

SOUTHWESTERN LAND OFFICE

ALL PROGRAMS

1. Public Service
 - a. Provide prompt and courteous service to members of the public.
 - b. Maintain effective working relationships with cooperators, contractors, and lessees.
2. Personnel
 - a. Provide a safe and productive work environment.
 - b. Conduct performance evaluations, understand employee motivations and desires, and intervene early in personnel problems.
 - c. Provide training and career development opportunities that enhance job performance and advance employee skills.
 - d. Build and maintain positive morale.
3. Budget
 - a. Manage Budgets within established parameters.
 - b. Communicate budget status and coordinate with Department staff on budget management issues.

FORESTRY PROGRAMS

1. Fire Management
 - a. Ensure safe, economic and efficient protection of life and property from wildfire within state and county fire protection boundaries.
 - b. Control 95% of all DNRC direct protection wildfires at 10 acres or less.
 - c. Facilitate implementation of National Fire Plan (NFP) grants with local government agencies, Bitterroot RC&D and Headwaters RC&D. Target grants toward fuels reduction projects within Urban Wildland Interface (UWI) areas to include State Trust Lands adjacent to UWI. Continue development and progression of fire prevention goals and objectives to meet current day and future needs.
 - d. Develop a comprehensive fire and aviation management plan to meet changing needs for the SWLO fire program future. Participate in HJR 10 fire laws changes.

- e. Participate on Fire Advisory Committee, respond to requests for expertise on local, state, regional and national initiatives.
- 2. Forestry Assistance
 - a. Ensure compliance with forest practices laws.
 - 1) Assist with BMP site selection and review as requested by Bureau.
 - 2) Participate in BMP workshops and each Service Forester attends at least one BMP Audit conducted on SWLO.
 - b. Reduce the proportion of expired HRAs to less than 25% on each Unit by FY end.
 - 1) Conduct site visits on at least 30% of active agreements, distributed between pre-harvest, post-harvest, and during operations visits or slash inspections.
 - c. Assist private forest landowners to improve the health of private forests.
 - 1) A minimum of one SWLO Service Forester will attend DNRC/MSU-sponsored Stewardship Workshop instructor/advisor training and actively participate in the program.
 - 2) Contact NRCS offices within SWLO to facilitate EQIP cost-share program.
 - 3) All completed FLEP projects are closed and expired FLEP cost share agreements are closed or completed by FYE.
 - d. Take advantage of opportunities to increase Unit budgets by providing technical cost-share assistance on Forest Health and Stewardship projects.
 - e. Urban Forestry Program:
 - 1) Urban Forester – Identify, implement, and expand “developing” and “managing” community forestry programs in Montana communities through technical, financial and volunteer coordination assistance. Urban Forestry Specialists submit work plan by December 1.
 - 2) Urban Forester - Provide 10-15 hours of continuing education units for certified and non-certified tree care professionals and provide four Certified Arborist Exams statewide, two in each region.
 - 3) Land Office Staff - Participate in Arbor Day celebrations as requested and support the Community Forestry program.
 - f. Provide assistance to RC&Ds to achieve their forestry objectives.
 - g. Provide assistance in ensuring adequate supplies of material for Fuels For Schools Facilities.

- h. Market seedlings from the state nursery.

TRUST LANDS PROGRAMS

1. TLMS
 - a. Revise SWLO money handling procedures as well as responsibilities for data entry into TLMS.
 - b. Implement field training on TLMS (by end of December).
2. Forest Management
 - a. Prepare 16.1 mmbf of timber to be offered for sale.
 - b. Administer timber sale contracts and permits as harvested.
 - c. Implement all Forest Management Rules.
 - d. Assist with HCP Planning, Contract Harvesting Study and Enterprise System Development (Steve Kamps is HCP rep, Brian Robbins is Contract Harvesting rep, Mike McGrath is Enterprise System rep - all act with field foresters input).
 - e. Participate on Forest Management Advisory Committee.
3. Forest Improvement – Road R/W
 - a. Complete FI projects within budgets (planting, bloodmeal applications, pronone applications, regeneration surveys, thinning, burning, weed spraying, slash piling, site preparation). Collect cones and conduct tree improvement activities.
 - b. Continue annual road maintenance, road inventory projects, R/W acquisition, and issuing temporary road use permits.
 - c. Set up pre-commercial thinning “shelf projects.”
 - d. Continue monitoring programs including BMP audits, water quality sampling, soil monitoring, mid term grazing, snag retention, coarse wood debris recruitment, silvicultural reviews ... to insure proper implementation of rules.
4. Agriculture and Grazing Management
 - a. Complete grazing and agriculture field inspections (28 tracts) and identify and initiate corrective actions as necessary.
 - b. Implement integrated weed management activities as appropriate including biological controls.

- c. Review/update all weed management plans as necessary.
5. Minerals Management
- a. Continue issuing small volume permits, conducting permit inspections and monitoring mineral activity.
 - b. Assist MMB in reclamation of the McDonald Gold Project lease site.
 - c. Provide field recommendations on mineral leasing projects exceeding small volume thresholds.
6. Real Estate Management*
- a. Inspect all cabin/homesite & special leases/licenses up for renewal (50) as well as those where we are having problems or are in areas of decline.
 - b. Assist in the sales and acquisition of the Land Banking program though identification of potential candidates for high-value parcels to sell and identification of parcels for acquisition.
 - c. Participate in public relations and community outreach with local community groups, planners, and realtors.
 - d. Participate in the city/county growth policy plan development for counties in the SW region.
 - e. Execute a commercial lease on the Reserve Street property.
 - f. Continue research for future Real Estate projects: Secure Seeley Lake airport parcel access, negotiate with Double Arrow Homeowner's Association for access to State land, and survey Seeley lake waterfront parcel with due diligence on potential land uses.
 - g. Participate in land ownership planning in the upper Blackfoot w/ Blackfoot Challenge.
 - h. Continue discussions in the Blackfoot regarding Conservation Licenses.
 - i. Hire a new right-of-way specialist.
 - j. Process applications for easements, historic rights-of-ways, etc.
 - k. Promote window of opportunity for securing historic right-of-ways with Counties and Utilities.

*Note - Real Estate Management projects are not listed in relative priority.

Secure access for timber sale projects on the three-year list.

- l. Continue to work with private landowners and cooperators to secure access to state land through reciprocal access or cost-share/FRTA projects.
- m. Administer new high value (>\$1,000) LUL requests.
- n. Administer recreational use program on State Lands in SWLO.
- o. Participate in the Real Estate Management Team for SW Land Office projects and various projects statewide.
- p. Continue working on existing land exchange projects (progress dependent on applicant's interest).
 - 1) Lolo-DNRC exchange – Complete Phase 1 exchange by FY end (Appraisal, EA, public hearings).
 - 2) Five Valley Land Trust Exchange – complete exchange by FY end (EA, Timber Cruise, title work and public hearing).
 - 3) John Miller exchange – complete exchange by FY end (appraisal, EA, Public Hearings, LB approval).
 - 4) CB Ranch Exchange – By FY end; Secure preliminary Dept approval, Conduct Scoping, Get LB Preliminary approval, Complete EA.
 - 5) Creech Exchange – Attempt to agree on acceptable proposal.
 - 6) Rock Creek Cattle – Attempt to agree on acceptable proposal.
 - 7) Deep Creek Ranch - Attempt to agree on acceptable proposal in cooperation with CLO.